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ABSTRACT

The Board of Regents of the University of the State of New York established Regents External Degrees as an alternate route to a college degree. Specifically designed for those individuals who choose to learn on their own, the program is based on the philosophy that what a person knows is more important than how he learned it. Thus, on-campus residence or classroom attendance is not required in order to earn a Regents External Degree. Three degrees are currently offered in this program: (1) the Associate in Arts; (2) the Bachelor of Science in Business Administration; and (3) the Associate in Applied Science in Nursing. The completion of any of the following will be considered for credit toward earning a Regents External Degree: (1) regular college courses from regionally accredited institutions of higher learning; (2) recognized proficiency examinations; (3) approved military educational programs; and (4) special assessment of knowledge gained from experience, independent study, or other non-traditional approaches to education. (Author/HS)

ED 068034

The University of the State of New York

The REGENTS EXTERNAL DEGREE

Handbook of Information for Candidates

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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August 1972

HE 003 477

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of the University (with years when terms expire)

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Vice Chancellor ..... White Plains

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1973 Charles W. Millard, Jr., A.B., LL.D., L.H.D. ..... Buffalo

1972 Carl H. Pforzheimer, Jr., A.B., M.B.A., D.C.S., H.H.D. ..... Purchase

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1977 Joseph T. King, LL.B. ..... Queens

1974 Joseph C. Indelicato, M.D. ..... Brooklyn

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1980 Max J. Rubin, LL.B., L.H.D. ..... New York

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INTRODUCTION

The Board of Regents of the University of the State of New York has established Regents External Degrees as an alternate route to a college degree. Specifically designed for those individuals who choose to learn on their own, the program is based on the philosophy that what a person knows is more important than how he learned it. Thus, on-campus residence or classroom attendance is not required in order to earn a Regents External Degree.

This publication has been prepared to assist you in earning your Regents External Degree and should be used in conjunction with the specific degree requirements for your program. Information concerning program descriptions, enrollment procedures, and methods of satisfying degree requirements is provided. In addition, a questions and answers section related to how one proceeds through a degree program is presented. This information will guide you through the program of your choice.

All degree candidates are advised to utilize this manual as a reference while completing their degree requirements. If additional information or assistance is needed, please do not hesitate to write:

Regents External Degree
State Education Department
99 Washington Avenue
Albany, New York 12210

DEGREE PROGRAMS

The Regents will initially offer three External Degrees. They are: (1) Associate in Arts; (2) Bachelor of Science in Business Administration; and (3) Associate in Applied Science in Nursing. Each is developed by outstanding college faculty and administrators, and has its own set of degree requirements. The requirements for the Associate in Arts and the Bachelor of Science degree programs have been developed and are available to prospective candidates through the Regents External Degree program. *All prospective candidates should obtain the specific degree requirements before enrolling in a degree program.*

A short description of each of the Regents External Degrees is provided below.

Associate in Arts

The Associate in Arts external degree requires a minimum of sixty credits, forty-eight in the arts and sciences and twelve in free electives. The forty-eight credits in the arts and sciences must be distributed among the humanities, the social sciences, and the natural sciences/mathematics. Candidates for the degree may elect to earn credit by: (1) passing recognized proficiency examinations; (2) submitting transcripts from accredited colleges and universities, from the United States Armed Forces Institute, or from other educational programs offered by the military; (3) requesting special examinations when existing proficiency tests are inappropriate; and (4) any combination of these methods. The Associate in Arts external degrees are available now.

Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration program consists of both a business and general education component. The general education component is designed to ensure that degree recipients have a basic college-level competence in the humanities and the social sciences. Its requirements can be satisfied by utilizing methods of earning credit similar to those outlined for the Associate in Arts degree program. In the business component, candidates must demonstrate various levels of competence in accounting, finance, management of human

resources, marketing, and operations management. In general, this must be done by passing specially designed examinations. In addition, another area of competence (Business Environment and Strategy) is also included within the business component. It is anticipated that the basic-level business examinations will be available in late 1972 or early 1973, with the complete program ready by late 1973. However, candidates may enroll now in the Bachelor of Science program, and begin working toward degree requirements.

Associate in Applied Science in Nursing

The Associate in Applied Science in Nursing program consists of both a nursing and general education component. In the general education component, requirements in the humanities, social sciences and natural sciences may be generally met by utilizing methods of earning credit similar to those outlined for the Associate in Arts degree program. In the nursing component, candidates, in general, will be required to demonstrate competence in the areas of health, commonalities of nursing care, differences in nursing care, occupational strategy, and clinical performance by passing specially designed examinations. These area examinations are being developed by nurse educators. The target date for the completion of the Associate degrees in Nursing is 1974. Interested candidates cannot enroll at this time, but can have their names placed on the mailing list for additional information.

APPROACHES TO EARNING CREDIT

The completion of any or all of the following will be considered for credit toward earning a Regents External Degree:

1. regular college courses from regionally accredited institutions of higher learning
2. recognized proficiency examinations
3. approved military educational programs
4. special assessment of knowledge gained from experience, independent study, or other non-traditional approaches to education

The degree requirements for the Associate in Arts program and the general education component of the business and nursing programs can be satisfied by utilizing one or more of the above stated methods of earning credit. Although the business and nursing components must normally be satisfied by successfully completing the specially designed examinations described above, college credit will be considered.

Below you will find an outline of how college courses may be utilized for earning credit toward an External Degree. In addition, listings of the recognized proficiency examinations, as well as the approved military educational programs, are provided. A short statement on the process of special assessment is also presented.

Regular College Courses

Official transcripts from regionally accredited colleges and universities will be evaluated, and acceptable credit may be applied toward the credit distribution requirements of the various degree programs. All transcripts from accredited institutions will be accepted for evaluation without regard to the number of institutions attended by the candidate.

All official transcripts must come directly from the issuing institution to be considered for credit. Unofficial or student copy transcripts will *not* be accepted.

General Proficiency Examinations

A number of general proficiency examinations are available which have been designed to measure the amount of knowledge possessed by an individual in a given area such as natural sciences or mathematics. These examinations are general in nature in that they are not tied to a specific subject or course.

Credit may be earned toward the Associate in Arts degree program and the general education component of the business and nursing degree programs by successfully completing the following examinations:

1. College-Level Examination Program (General Examinations)
2. General Education Development (GED)—College-Level Examinations formerly offered by the United States Armed Forces Institute (USAFI)

It is important to note that the College-Level Examination Program General Examinations in English, Humanities, Natural Sciences, and Social Sciences-History are equivalent to the USAFI GED-College-Level Examinations in Expression, Literary Materials, Natural Sciences, and Social Studies respectively. The completion of both types of examinations in a particular subject matter area is considered duplication of credit, and only one test will be counted for credit toward a Regents External Degree.

Below you will find the minimum acceptable scores and the number of semester hours allowed for each examination program.

College-Level Examination Program
[General Examinations]

Examination Title	Minimum Acceptable Total Score	No. of Sem. Hrs. Allowed
English	428	3
Humanities	422	6
Mathematics	413	6
Natural Sciences	424	6
Social Sciences-History	423	6

United States Armed Forces Institute
General Education Development — College Level Examinations

Examination Title	Minimum Acceptable Standard Score	No. of Sem. Hrs. Allowed
Expression	55	3
Literary Materials	57	6
Natural Sciences	61	6
Social Studies	60	6

The General Examinations battery of the College-Level Examination Program is administered to military personnel on active duty in the Armed Forces of the United States *without charge* through the United States Armed Forces Institute. Servicemen and women who desire to take the General Examinations should either contact the nearest Base Education Center or Test Section, or write:

Director
United States Armed Forces Institute
Madison, Wisconsin 53713

Those individuals who are not in the military may obtain registration and admission forms, as well as basic information about the General Examinations, by writing to:

College-Level Examination Program
P.O. Box 1821
Princeton, New Jersey 08540

The General Education Development—College-Level Examinations, administered by the United States Armed Forces Institute, were discontinued in July, 1965.

Specific Subject Proficiency Examinations

A large number of specific subject examinations are offered through a number of different testing agencies. Unlike the general examinations described above, these tests are designed to measure an individual's knowledge related to a specific subject. For example, there are examinations available in such subjects as American History, Earth Science, and Shakespeare.

Credit may be earned toward Regents External Degrees by successfully completing specific subject proficiency examinations. Since each degree program consists of specific requirements with regulations concerning how these requirements can be fulfilled, all candidates are urged to consult the degree requirements for the program of their choice before completing an examination. Although the External Degree program allows credit for proficiency examinations administered through the programs listed below, some examinations *cannot* be utilized for purposes of satisfying specific degree requirements for particular programs.

New York State College Proficiency Examination Program

The College Proficiency Examination Program enables individuals to obtain college credit by means of examination, without formal classroom preparation. To date, there are over 25 subject examinations available in such areas as American Literature, Biology, and Nursing. At the present time, it has not

been determined how existing proficiency examinations in nursing will be utilized for purposes of satisfying the degree requirements for the nursing program.

Some examination results are reported on a letter grade system while others are reported on a pass-fail system. The amount of credit allowed varies from examination to examination.

Specific information concerning application forms, fees, study aids, and examinations offered may be obtained at:

New York State College Proficiency Examination Program
Division of Independent Study
New York State Education Department
99 Washington Avenue, Room 1924
Albany, New York 12210

College-Level Examination Program [Subject Examinations]

Similar to the College Proficiency Examination Program, this examination program administers over 30 individual subject examinations. Some cover knowledge obtained in a full year course, while others are limited to knowledge obtained in a one semester course.

In order to be considered for credit toward an External Degree, a minimum standard score of 45 must be achieved. In accordance with specific degree requirements, a maximum of 3 semester hours will be allowed for each examination equivalent to a one semester course, while a maximum of 6 semester hours will be allowed for those equivalent to a one year course.

At the present time, the Introductory Accounting and Business Law examinations are the *only* business-related subject examinations administered by the College-Level Examination Program which can be used to satisfy a business component requirement.

The Subject Examinations of the College-Level Examination Program are administered to military personnel on active duty in the Armed Forces of the United States *without charge* through the United States Armed Forces Institute. Servicemen and women who desire to take the Subject Examinations should either contact the nearest Base Educaion Center or Test Section, or write to:

Director
United States Armed Forces Institute
Madison, Wisconsin 53713

Those who are not in the military may obtain information concerning registration forms, fees, test locations, and the Subject Examinations offered by writing to:

College-Level Examination Program
P.O. Box 1821
Princeton, New Jersey 08540

College Board Advanced Placement Examinations

The Advanced Placement examinations can be utilized to fulfill the degree requirements for the Associate in Arts program and the general education component of the business and nursing programs. These examinations are designed to enable students to achieve college-level credit while they are still in secondary school. Examinations are offered in 13 different areas ranging from art to physics.

All Advanced Placement examinations are graded on a five-point scale in which one is low and five is high. In order to be considered for credit toward a Regents External Degree, a minimum score of three must be achieved.

Specific information concerning application forms, fees, test locations, and examinations offered may be obtained at:

College Board Advanced Placement Examinations
P.O. Box 1821
Princeton, New Jersey 08540

United States Armed Forces Institute [USAFI] Subject Standardized Tests, End-of-Course Tests, and Subject Examinations

The Subject Standardized Tests, End-of-Course Tests, and Subject Examinations administered by USAFI can be utilized to fulfill the Associate in Arts degree program requirements and/or the general education component of the business and nursing degree programs.

Minimum acceptable scores to be considered for credit toward a Regents External Degree are as follows:

1. USAFI Subject Standardized Tests (excluding those College-Level Examination Program Subject Examinations described on page 7) — Rating of 20

2. **USAFI End-of-Course Tests** — Rating of either satisfactory (S) or with distinction (D)

3. **USAFI Subject Examinations** — Rating of satisfactory (S)

The Regents External Degree program allows credit for individual examinations in accordance with the recommendations established by the American Council on Education. Credit recommendations for Subject Standardized Tests and End-of-Course Tests are provided in the bulletin *Opportunities for Educational and Vocational Advancement*, fourth edition. The Subject Examination credit recommendations are listed in the second edition of the same bulletin. Both can be obtained from the Commission on Accreditation of Service Experiences of the American Council on Education, One Dupont Circle, Washington, D.C. 20036.

All servicemen and women on active duty as well as veterans undergoing treatment in Veteran Administration hospitals are eligible to take any available USAFI test. Application procedures and general information about the USAFI testing program may be obtained from your nearest Base Education Center or Test Section, or by writing:

Director
United States Armed Forces Institute
Madison, Wisconsin 53713

Military Educational Programs

In addition to the USAFI examinations described earlier, there is general agreement among college and university personnel as well as the American Council on Education that students should be granted credit and advanced standing for their educational achievements acquired through military service when such credit is appropriate to the fulfillment of degree requirements. To assist with the implementation of granting credit for such experiences, the Commission on Accreditation of Service Experiences (CASE), established by the American Council on Education, evaluates military educational programs and provides recommendations in terms of academic credit. The Commission evaluates all service training programs which are:

1. given on a full-time basis of not less than three weeks duration with a minimum of 30 clock hours of class instruction per week.

2. less than three weeks in length but contain a minimum of 90 clock hours of class instruction.
3. listed in the formal school catalogs of the Armed Services.

Credit may be earned toward the Associate in Arts degree program and/or the general education component of the business and nursing degree programs by completing a formal service school course which contains college-level work and has been evaluated by CASE.

The credit recommendations established by CASE are employed when the Regents External Degree program evaluates service school courses for purposes of granting credit toward a degree. Credit recommendations for courses taught between 1946 and March 1954 are listed in the manual entitled *A Guide to the Evaluation of Educational Experiences in the Armed Services* (George P. Tuttle and Cornelius P. Turner, editors, published by the American Council on Education, 1954). For those courses taught between March 1954 and March 1968, credit recommendations are listed in the second edition of this manual which was published in 1968 with Cornelius P. Turner as the editor. Both volumes are available in most public and military libraries, as well as in the offices of educational officers and veteran administration departments.

The Commission provides a continuing advisory service to assist colleges and universities in the evaluation of educational experiences of military personnel. Credit recommendations can be obtained by college officials directly from the Commission for those courses taught since March 1968.

Those making application for credit for their service school training must submit to the Regents External Degree program official notification that they have successfully completed the course(s). Official records for such use are:

For Veterans Discharged Prior to 1950:

Air Force & Army — Separation Qualification Record or transcript of in-service training from the General Services Administration, National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132

Navy & Coast Guard — Notice of Separation from the United States Naval Service (commissioned or warrant officers of the Navy may submit instead the Officer's Qualification Record

Jacket or a certified copy thereof) or a transcript of in-service training from the General Services Administration, National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132

Marine Corps — USMC Report of Separation or a transcript of in-service training from the Commandant of the Marine Corps (Code DGK), Headquarters United States Marine Corps, Washington, D.C. 20380

For Veterans Separated After January 1, 1950

DD Form 214 — Armed Forces of the United States Report of Transfer or Discharge — or a transcript of in-service training from the appropriate service as listed above.

For Service Personnel on Active Duty

DD Form 295 — Application for the Evaluation of Educational Experiences During Military Service which can be obtained at the nearest Base Education Center.

Special Assessment

Educational experiences obtained from trade or business schools, profit-making correspondence schools, and colleges not regionally accredited may be used in preparation for meeting Regents External Degree requirements. However, these learning experiences must be validated either by existing proficiency examintions or through Special Assessment. Special Assessment may include oral, written, and performance examinations, or the evaluation of portfolios of artistic, literary, or musical accomplishments. Faculty panels, consisting of one or more collegiate faculty members or experts in the field, will be convened in the following situations to evaluate a candidate or samples of his work:

1. When a particular experience or type of knowledge cannot be assessed adequately by existing proficiency examinations.

2. When questionable transcripts and credits that cannot be documented must be evaluated.

Special Assessment of college-level knowledge obtained outside of accredited institutions of higher learning will begin in 1973.

QUESTIONS AND ANSWERS

The following questions and answers are provided to help you understand how you can go about earning a Regents External Degree.

What Should I Do First?

Your first step should be to carefully read the description of the degree requirements for the program in which you wish to enroll. This will enable you to familiarize yourself with the requirements for that degree. Requirement descriptions are currently available for the Associate in Arts and Bachelor of Science in Business Administration degrees. The Associate in Applied Science in Nursing degree description is not yet available, but will automatically be forwarded to you when it is ready if you have had your name placed on the mailing list.

How Can I Evaluate My Previously Earned Credits?

Once you have read the degree requirements, you may wish to evaluate yourself by comparing your previously earned credits with the degree requirements. This type of self-evaluation will help you to estimate the extent to which you have satisfied certain degree requirements and the amount of work you have yet to complete to qualify for the degree.

A self-evaluation should be conducted in the following manner:

(1) List all of the college-level credit you have earned through one or more of the approaches described on pages 3 to 11. All credits should be listed in terms of semester hours (e.g. one quarter-hour of college work equals two-thirds of a semester hour).

(2) Review the requirements for the degree program in which you are enrolling.

(3) Compare your previously earned credit with the specific degree requirements.

Who Can Enroll In The Program?

Anyone can enroll for a Regents External Degree since there are no age, residence, or educational requirements for enrollment. Individuals who live in New York State, outside of

New York State, or in countries other than the United States are welcome to participate. A high school diploma or college entrance examination is not required.

When Do I Enroll?

You may enroll at any time for either the Associate in Arts or Bachelor of Science in Business Administration degree programs. Although you cannot presently enroll in the Associate in Applied Science in Nursing program, we will notify you when you can enroll if your name is on our mailing list.

How Do I Enroll?

You complete the Regents External Degree Enrollment Form, in accordance with the directions on the form, and forward it to the Regents External Degree program. A non-refundable fee of $25 must be submited along with the Enrollment Form. The necessary form may be secured from the Regents External Degree, State Education Department, 99 Washington Avenue, Albany, New York 12210.

When Am I Officially Enrolled?

You will be an officially enrolled student as soon as you receive our letter acknowledging receipt of your correctly completed enrollment form and $25 fee. Enrolling in the program entitles you to an evaluation of official transcripts from accredited colleges and universities, testing agencies, and/or military programs that you wish to present for credit towards a Regents External Degree. Official transcripts containing college-level credit you desire to have applied toward a Regents External Degree should *not* be forwarded until you are an officially enrolled student.

How Do I Get Credit For College Courses I've Completed?

If you have completed college courses at an accredited institution(s) and wish to have them evaluated, request the Registrar at the college(s) you attended to forward an official copy of your transcript to the Regents External Degree program.

How Do I Get Credit For College-Level Proficiency Tests I've Taken?

If you have completed proficiency examinations administered by the recognized testing agencies mentioned on pages 4 to 9 of this manual, and would like to have your scores evaluated, request the testing agency to forward an official copy of your grade report to the Regents External Degree program. Military personnel who have completed examinations through the United States Armed Forces Institute (USAFI) should request their official transcript from USAFI, Madison, Wisconsin 53713.

How Can I Have My Military Service School Courses Evaluated?

Have official records verifying completion forwarded to the Regents External Degrees. Consult pages 9 to 11 of this manual to determine the correct forms and appropriate procedures to be used.

How Do I Know What Credit I've Been Granted?

As a degree candidate, the official copies of your academic work which you submit will be evaluated as soon as possible after they have been received. A Status Report which lists the courses and/or proficiency examinations for which you have been allowed credit will be forwarded after your evaluation has been conducted. The acceptable credits will be listed according to how they satisfy the specific requirements of your degree program.

What Should I Do When I Receive My Status Report?

You should review your Status Report to determine how your previously completed work is being utilized for your Regents External Degree. To determine the remaining requirements, you must compare the results of your Status Report with the degree requirements for your program. By doing this, you will identify specific areas in which you must earn additional college-level credit.

What Should I Do To Begin Or Complete My Program?

As indicated in the "Approaches to Earning Credit" section of this bulletin, credit may currently be earned toward a Regents External Degree by completing regular college courses from

regionally accredited institutions, recognized proficiency examinations, and/or approved military educational programs. If you decide to take a college course(s), contact the Office of Admissions at the college for information related to course registration; if you choose to take proficiency examinations, contact the testing agency for information and application forms. Servicemen are advised to contact their educational officer regarding military service school courses and proficiency examinations offered through USAFI.

What Types Of Courses And Proficiency Tests Should I Take?

You should consult your degree requirements before registering for courses and/or proficiency examinations in order that the requirements may be effectively completed. If you have received a Status Report(s), you should compare the results of the most current Status Report with the degree requirements to determine the area(s) in which you need additional credit. Make sure that the course or examination for which you are registering can be used to satisfy the requirement you wish to complete. Fully enrolled degree candidates may request assistance with regard to course or examination selection from the Registrar of the Regents External Degree program.

Are Status Reports Up-dated Each Time A Transcript Is Submitted?

Yes. Each time you submit an official transcript of college and/or military course work, or proficiency examination results, you will receive a new Status Report. All qualifying credits will be added according to how they satisfy specific requirements of your program.

What About Graduation?

As soon as you complete all degree requirements, you will be officially notified by the Regents External Degree program. Information regarding the awarding of diplomas will be forwarded at that time.

NOTES